



## Criminal Records Check Required for Licensure – Pharmacists and Pharmacy Interns

**Updated 11/29/2021**

The Ohio Revised Code requires individuals applying for an Ohio pharmacist or pharmacy intern license to submit to the Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) a criminal records check as part of the application process. The law requires the applicant to submit fingerprint impressions directly to Ohio BCI, which processes both required checks. Ohio BCI then transmits the results directly to the State of Ohio Board of Pharmacy for review.

Board of Pharmacy rules require an applicant to submit fingerprint impressions at a [WebCheck \(BCI & FBI\)](#) provider agency. The Board will only accept a criminal records check based on electronic fingerprint impressions submitted to a WebCheck (BCI & FBI) designated provider agency located in Ohio, except under any of the following circumstances:

1. Readable electronic fingerprint impressions cannot be obtained or are rejected by either BCI&I or FBI;
2. The applicant is from out-of-state (review instructions for manual submission); or
3. The applicant's home address is seventy-five miles or more from the nearest WebCheck location (see below for manual submission).

To view a complete list of WebCheck (BCI & FBI) provider agencies please visit the WebCheck Community Listing located at this direct link on the Ohio Attorney General's website:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

All eighty-eight county sheriffs' offices are WebCheck (BCI & FBI) providers even if they are not listed on the WebCheck Community Listing. If you select an agency other than a sheriff's office, please make sure that it has "**(BCI & FBI)**" listed after the name. Contact the WebCheck (BCI & FBI) provider agency to determine the total fee(s) and the accepted method(s) of payment. Fees generally range anywhere between \$50-\$70 for both the BCI and FBI check. Also, make sure to verify if any additional materials are needed (e.g., photo id). Some agencies have restricted hours and may require you to schedule an appointment.



**While at the WebCheck (BCI & FBI) provider site:**

1. Request both a BCI and FBI criminal records check
2. Pay the required fees directly to the WebCheck provider
3. Request the background check results be sent **electronically (direct copy)** to: State of Ohio Board of Pharmacy 77 S. High Street, 17<sup>th</sup> Floor, Columbus, OH 43215-6126
4. Indicate the reason fingerprinted as: **ORC 4729.071**
5. If requested, list agency code as: **1AB002**

**Manual submission of fingerprint impressions:**

Applicants who are unable to visit an Ohio WebCheck provider in person, may submit manual/inked fingerprint impressions for BCI and FBI criminal records checks directly to Ohio BCI by utilizing the appropriate fingerprint cards. The Board will mail cards directly to the applicant's address. Please notify the Board immediately if the fingerprint cards should be mailed to an alternative address than the address indicated on your application submission.

The applicant will be required to locate an agency to ink and roll the applicant's fingerprints directly onto the provided cards. Many local law enforcement agencies offer this service and may charge a processing fee. Applicants are strongly encouraged to complete multiple cards in the event the fingerprint impressions are of poor or insufficient quality to complete a criminal records check.

Both (BCI and FBI) fingerprint cards and two checks (one \$22.00 check for BCI and one \$25.25 check for FBI) written to "Treasurer, State of Ohio" must be mailed to:

**Ohio Bureau of Criminal Investigation  
P.O. Box 365  
London, OH 43140**

**IMPORTANT:** Fingerprint cards and payments should not be sent to the Board of Pharmacy. Any fingerprint cards sent directly to the Board will be destroyed immediately upon receipt and the applicant will be required to complete new fingerprint cards.

Please note, manual submission of fingerprint cards may cause the background check process to take over eight weeks. All applicants are strongly encouraged to submit electronic fingerprint impressions in-person at a WebCheck provider when possible.